

**INVEST IN WILLMAR BOARD  
MEETING SUMMARY**

**DRAFT**

The Invest in Willmar Board met at 3:00 p.m. Wednesday, October 9, 2019 in Conference Room No. 1 at the Willmar City Office Building.

Members present were: Tony Amon, Mary Sawatzky, Shawn Mueske, Audrey Nelsen and Matt Dawson arriving at 4:10 p.m.

Also present were: City Administrator Brian Gramentz, Recreation Director Rob Baumgarn, Community Center Chair Brian Kath and Administrative Assistant Janell Sommers.

City Administrator Gramentz presented a graph of a proposed construction schedule developed by City staff subject to adjustment once the Construction Manager becomes involved. Originally the Recreation Center design and bidding was not to start until October of 2020 with construction in 2021 until it was noted that the building is in-between the Civic Center and the Athletic Fields, which will have the inflated dome, and in order to connect those, the Recreation Center needs to be designed in conjunction so they all fit together. Mr. Gramentz explained the process from architectural design, plans and specifications to bidding and construction and why the timeline for some projects is lengthier than others. The design costs should be able to be cash flowed with approximately 18 months of taxes collected before the bids are opened. The bonding schedule was discussed in general.

The meeting was called to order at 4:17 p.m. following some discussion and presence of a quorum. A motion was made by Tony Amon, seconded by Mary Sawatzky and passed to approve the minutes of the September 11, 2019 meeting.

Recreation Director Rob Baumgarn gave a timeline presentation with a projected start for the design of the Recreation Fields of Fall of 2019 to be bid/awarded in early 2020 and construction starting in April/May of 2020. The south lot at the Civic Center can start immediately. The turf fields must be completed by August 1<sup>st</sup> and the softball fields ready by spring 2021 for softball season. The infrastructure of the bubble can be constructed in the spring/summer of 2020 with completion in the summer/fall with programming starting fall/winter.

Swansson Field can start design and testing fall of 2019 and be bid in January/February 2020 with construction start in May or August dependent on the CIP budget and field location that the committee selects. Project completion date to be determined after field location is set. Possible fall 2020 or fall 2021. Discussion was held in relation to the City's Capital Improvement Projects and which ball field should receive funding for lighting improvements

Event Center start date is design and testing in fall of 2019 with project award in January/February 2021, construction starting in April/May 2021 and project completion summer/fall 2022.

Robbins Island is projected to start in the fall of 2019. Upon completion of testing and documentation it will be bid in January/February 2020. In August 2020 staff is recommending to

and any infrastructure to be completed in the fall for 2020. The island would be reopened in time for the Celebrate the Lights event. Completion in fall 2020.

City Administrator Gramentz presented the summary of scores from the Construction Manager at Risk proposals. The selection committee met on October 7<sup>th</sup> and it was the consensus to recommend Marcus Construction to the Invest in Willmar Board. The average score was 90.2 versus 84.75 for Terwisscha. Although Marcus was \$93,000 more, their history of construction assignments was more in line with recreational type projects. The board went over the fees as Marcus Construction 9.1% of the \$18 million in projects or \$1.646 million and Terwisscha Construction 8.6% or \$1.553 million. It was a unanimous decision of the committee.

A motion was made by Tony Amon to recommend the City enter into a contract with Marcus Construction for the Construction Manager at Risk for the Local Option Sales Projects as stipulated in the proposal based on Marcus having more experience in the Construction Management field, their safety officer and record, and work completed on a multitude of recreational projects. Mary Sawatzky seconded the motion, which passed.

City Administrator Gramentz stated he will have Marcus assist with review of the RFP's for architectural services in the near future. Recreation Director Baumgarn noted the recommendation for Construction Manager at Risk will be before the Park and Recreation Board and Public Works/Safety Committee on October 23<sup>rd</sup> and before the City Council on November 4<sup>th</sup>.

Brian Kath, Community Center Chair, stated the committee recently met and were questioning what direction to take being the Community Center is going to be combined with City Hall? Shawn Mueske opined they should continue to meet to discuss what they want to see in the community center's side and where there can be some synergies of areas. Mr. Kath also expressed some of their needs and wants and that they did not want to be redundant with the event center. He was advised to contact the City Hall Task Force Chair Kathy Schwantes to work together.

The meeting adjourned at 5:10 p.m.

Respectfully submitted,

Janell Sommers  
Administrative Assistant

**EVALUATION SUMMARY OF REQUEST FOR PROPOSAL –  
CONSTRUCTION MANAGER AT RISK  
Invest in Willmar (Local Option Sales Tax) Projects  
Master Score Sheet**

<b>Evaluator's Name</b>	<b>Marcus</b>	<b>Bolton &amp; Menk</b>	<b>Terwisscha</b>
Brian Gramentz	96.8	0	90
Rob Baumgarn	71	0	69
Sean Christensen	*	*	*
Denis Anderson	93	0	85
Tony Amon	100	0	95
<b>Total Points</b>	360.8	0	339.0
<b>Average Score</b>	90.2	0	84.75

\*Reviewed only. No score given.

## 4.8 Fee and Compensation

Invest in Willmar (Local Option Sales Tax) Projects

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### 4.8.1 - EXPLANATION OF BUDGETED SERVICES

#### Estimating

Preparation of schematic and design development budget estimates for each project and periodic estimating of materials, products, assemblies, etc. for value engineering purposes is included in our projections. In addition, we have budgeted hours for bidding phase and final GMP preparation.

#### Preconstruction Project Management

We are anticipating an average of 10 hours per week dedicated during the projected 60 weeks of preconstruction services to fulfill preconstruction requirements and attend project meetings.

#### Project Management

An average of 45 hours per week of project management is anticipated during the 22 months of scheduled active construction.

\*The current schedule indicates 20 months of construction for the Recreation Center/Events Center project. After our review, we are confident this can be expedited and have included 15 months for this project in our estimated duration of construction services. These 15 months combined with the projected 7 months of active construction of Swanson Field/Recreation Field Improvements projects, results in an anticipated 22 months of active construction time for all three projects.

#### Site Supervision

One full-time superintendent has been figured for the Recreation Center/Events Center project. One full-time superintendent has been figured for the Swanson Field and Recreation Field Improvements projects. We have also included regular periodic onsite safety inspections conducted by our safety manager.

#### Senior Management

Our team conducts weekly project review meetings and senior management periodically participates in project meetings and site visits to make sure the project is proceeding according to our high expectations and to support the project team. These services are included in our overhead structure.

## 7.0 Attachment A Fee Worksheet

Invest in Willmar (Local Option Sales Tax) Projects

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Preconstruction & Bidding Phase				
<i>Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Cost</i>	<i>Total</i>
Project Principal	100	HRS	130.00	13,000
Senior Project Manager	455	HRS	120.00	54,600
Assistant Project Manager	200	HRS	100.00	20,000
Civil Coordinator	-	HRS	-	-
Preconstruction Manager	-	HRS	100.00	-
Other: Estimating	440	HRS	80.00	35,200
Other: Engineering	-	HRS	125.00	-
Other: Drafting	-	HRS	80.00	-
<b>Subtotal Preconstruction &amp; Bidding</b>				<b>122,800</b>

Project Reimbursable Expenses				
<i>Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Cost</i>	<i>Total</i>
Project Principal	130	HRS	130.00	16,900
Senior Project Manager	2,850	HRS	120.00	342,000
Assistant Project Manager	1,275	HRS	100.00	127,500
Project Administrator	-	HRS	80.00	-
Superintendent	3,800	HRS	120.00	456,000
Safety Manager	285	HRS	100.00	28,500
Trucking / Deliveries	-	HRS	-	-
Truck	22	MO	2,100.00	46,200
Fuel	22	MO	1,000.00	22,000
Electronic Documentation	22	MO	1,000.00	22,000
Cell Phone	22	MO	125.00	2,750
Blue Prints	1	LS	1500.00	1,500
Postage & Delivery	1	LS	1000.00	1,000
Other: Mobilization	50	HRS	80.00	4,000
Other: Shop Fabrication	40	HRS	80.00	3,200
Other: Liability Insurance	22	MO	1,240.00	27,280
<b>Total Reimbursable Expenses</b>				<b>1,100,830</b>

Construction @ Risk Manager Fee		
<b>Proposed Construction Manager Fee</b>	<b>2.35%</b>	<b>423,000</b>
CM Fee Based on a Project Construction Cost of: \$18,000,000.00		
<b>Construction Management At Risk Total Compensation</b>		<b>\$1,646,630</b>

\*Including Preconstruction/Bidding, Reimbursables, and Fee (% or LS)



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**Willmar Parks and Recreation update for Adult Coordinator/Facility.**

***Hello everyone. I just wanted to let you know what has been going on. The Construction at the Civic Center is nearing its completion. Handicap Elevator is installed, all the painting is complete except for a couple of touch up spots. The bleachers on the North wall are done and operable, with the South side to be finished up this week. Boards and glass are up, flooding, painting and lines have begun. The Cardinal Arena will be ready to go this weekend for The Willmar WarHawks home opener.***

***Construction on the dugouts at Baker Field are almost complete. This will enhance the look of the field and playing experience for all of the participants for next year.***

***If you have driven by Robbins Island recently, you can see that construction has started on the four season shelter. A completion date is expected to be July of 2020.***

***The Pickle Ball Courts in Sperryville are done and ready to go. They look amazing! Already seeing heavy use by the citizens of Willmar.***

***We have a couple of weeks of Fall Softball left. One week of regular season, followed by one night of playoffs.***

***Adaptive Kickball (Tuesdays) and Frisbee Golf (Thursdays) wrapped up last week. We will be offering Floor Hockey and Basketball/Volleyball this upcoming winter***

***Winter Leagues will be starting real soon. The Adult Hockey League starts Oct. 16<sup>th</sup>. We have seen a slight increase in participation, which might translate into an extra team for league. We also have Basketball starting in November along with Co-Rec, Men's and Women's Volleyball. We will also be offering a Pickle Ball League, with a possible tournament. We will be offering Jr. League Basketball for kids who are not on the High School team. These kids can be from any community. The Gun Range will also be starting up in November as well.***

***I'm also on the Swansson Field committee for the local option sales tax. We are in our planning stages for the complex, which will include improvements to Orange, Blue, Red, Green and Yellow Fields. This will improve the safety, look and overall experience for Willmar residents and surrounding communities. From Baseball to Softball, kids to adults.***

***If you have any questions, feel free to ask night or day. I will be happy to answer or listen to anything you have to say or suggestions you may have.***

***Eric Banks***

***Adult Coordinator/Facility***

***Willmar Park & Recreation***

***[ebanks@willmarmn.gov](mailto:ebanks@willmarmn.gov)***

***C – (320) – 295 - 8924***

## **RYAN SCHEFFLER COORDINATOR REPORT**

Oct 15

Flag Football and Tackle Football are coming to an end with just a week left of programming. I have had some great feedback on each of the programs so we will continue to look for ways to improve each of the programs and hopefully see enrollment increase every year.

Basketball and Wrestling Programs are about to start up in the next week along with Indoor Soccer at the Auditorium which has been going for a couple of weeks.

I am also working on getting our programs set up for the Winter Brochure. I have been working with the Baseball Boosters as well as setting up tryout dates and how we can both continue to be successful.

## **BRITTA DIEM**

### **September 20**

The Community Center was host to many great events this week! Some highlights include the Convention and Visitors Bureau tourism meeting Monday; a presentation was given on the Community Center and the BikeWillmar program.

We resumed our Veterans Coffee Social also on Monday. After taking the summer off, we had lots of anticipation and excitement from the public about this starting again. We are also adding an evening social once a month for Veterans who still are working or unable to attend the morning event. That will start Monday, September 23.

On Wednesday we had James Accurso with the U.S. Census Bureau give a presentation on the upcoming Census, how to properly get counted, and complete the Census questionnaire accordingly. Thursday we hosted 'Aging Wisely' and our Welcome to Medicare class. Both had great turnout. Friday we will host a new program called 'Uke Jam Session'. This is an opportunity for the community to learn, teach, and enjoy the ukulele instrument! Coming up this weekend is the Willmar Noon Lions Waffle Feed! This is an annual event and always seems to go over very well!

In the BikeWillmar area, the launch team tabled at Rice Hospital on Thursday, promoted, and informed staff about the bike share. Great to hear many have seen and heard about it! This was a great time to answer questions and get the bike into one of the big contributors to make the bike share happen! We have one more event with Carris scheduled on Monday. Koloni has also begun a referral program! If users have a friend sign up for the app and program, both (the new user and current) receive one hour free of charge. Nice way to gain riders and hopefully more frequent users!

In other related bike news, the Willmar Bikes group had their monthly meeting Wednesday. We are beginning to look at the application for being a Bike Friendly Community! We last applied for this and received Bronze level status in 2016. Applications must be resubmitted every 4 years to maintain level status. Our application is due in February, 2020.

### **September 27**

A sign of a good waffle feed is a sticky floor! Hosted last Saturday the annual Noon Lions Waffle Feed! Great attendance and event!

The Week started quietly, with regular programs taking place both Monday and Tuesday. One highlight to note is the start of our Evening Veterans Coffee Social which kicked off Monday evening. This will be held every 4th Monday of each month. Wednesday was a bargain meal day, Thursday we held our monthly court Whist tournament, Friday regular dance and drumming programs and new is our Ukulele group!



Friday, I was able to attend with the City Hall Task Force Committee tours of facilities of City Halls and community centers! We visited Monticello, St. Michael, and Carver. Each facility had gorgeous buildings and a lot of great input on the planning and great discussion was had. This was a positive experience to attend as we prepare for the new building for Willmar!

BikeWillmar went to APMC Monday to promote the bike share and encourage staff to utilize! Normal operations took place else wise. On Thursday, the Willmar Bikes group met with the City of Chaska to discuss our achievements, struggles, goals, and preparations as we apply for our Bike Friendly Community Application. It was great to discuss this and start to get the group thinking about the application and all we have completed and achieved in the last three years. Chaska is looking to apply for this designation for the first time and felt the community of Willmar was a good comparable city to their own. All well wishes as they move ahead with their application process!

#### **October 4**

The Community Center participated in international Coffee Day this week! We offered coffee, variety of creamers, and cookies to the public. This went over well and see more 'pop-up', 'self-serve' events in the future! Many groups came and played pool, sat and just had conversations, or grabbed and left! I have been working on finishing up planning and completing activity calendars for remainder of the year. We are planning and preparing for bingo, a book sale, and the fall bazaar this weekend.

BikeWillmar and Willmar Bikes have been working on BFC Application, and also connecting with a few businesses who are active in supporting biking to apply for becoming honored as a Bike Friendly Business. It would be a great achievement to have businesses with this honor as we move forward with the BFC process. The deadline for businesses to apply is Oct. 10 for the fall season, with another deadline in spring. BikeWillmar has a cold and wet week, but the bikes themselves are staying in good condition due to weather. I am happy to see this, and only seeing a few minor repairs needed this biking season. We anticipate the bikes to be pulled off the hubs by month's end.

#### **October 11**

After holding a great fall bazaar and Hispanic Heritage events over the weekend we kicked off the week with a Veterans Coffee Social Monday, Country Quilters Guild. Other highlights throughout the week consisted of Community Center Subcommittee meeting; we discussed the tours of community centers/ city hall visits that Julie Asmus and myself went on. Hosted bargain meal Wednesday, and am working with LSS on a plan to draw more of a crowd regularly and not just on bargain days! Thursday we hosted the monthly ELKS dance and Friday will be the senior dance. I have met with some potential new groups that are interested in conducting programs in our facility coming up in the next few months. It is exciting to offer new opportunities and programs to the community.

BikeWillmar is wrapping up its season today, as the Public Works crew will be collecting the bikes to bring into storage for winter. I will be looking at the final data reports and anticipate seeing a great first season based on monthly numbers.

Continual work and progress being made on the City's Bike Friendly Community Application. The application committee met again this week and got through the application and have designated a list of remaining questions to be completed in the next month. We also have had a few businesses submit applications to become a Bike Friendly Business. This was due on October 10. There will be another application available due in February.

### **October 19**

The Community Center was full of many great events this week! Hosted our second week of the Hispanic Heritage Month dance and social on Sunday, Sons of Norway meeting and UCare classes Monday, Tuesday was an "I Love Lucy" Marathon day, with lots of quilting groups meeting, and card groups playing! On Wednesday we had regular programming with the Senior Club meeting and string group rehearsal. Thursday was our "Fall into Bingo" event, where we hosted an afternoon of bingo and fun! Not only did we host Bingo, but also Aging Wisely met, as well as our monthly Welcome to Medicare class. On Friday will be regular programming, which will include the Senior Dance, drum circle and ukulele lessons. Fun to see and create a 'buzz' within the building.

The BikeWillmar bikes have all been collected and put into storage for winter. I have enclosed the stat sheet of some highlights about our first season. Continual work on the Bike Friendly Community Application took place this week, as well as the monthly Bike Willmar meeting. This month's meeting was well attended, which was great to see, as we are working on our BFC application. Good discussion took place in regards to how the future and structure look for this group.



## 2019 User Statistics

**Total Riders:**  
300 different  
accounts

**Membership Riders:**  
22

**Average age:**  
25

**Total bike rides:**  
700 rides

**Most popular  
hub:**  
Robbins Island

**Elders rider  
was 71!**

**Longest Ride:**  
21.8 miles

**63% of riders  
were female.**

**Average ride:**  
3.5 miles

**Total miles traveled this  
season:**

**2300 miles**

(a trip to Salt Lake City, Utah and back!)